

TOWN OF BLOOMFIELD

POLICY MEMORANDUM

SUBJECT: Town of Bloomfield Meeting Agenda Format and Minutes
NO: 110.04
DATE: 9/7/2016
AMENDED:
DISTRIBUTION: All Departments, Subcommittees, Boards and Commissions
BY: Sharron Howe
Assistant to the Town Mgr.
APPROVED: September 12, 2016

I. PURPOSE

The purpose of this policy is to establish a formal agenda format to be used by all Council Subcommittees, Boards and Commissions, and Town departments when holding Town meetings.

II. RESPONSIBILITY

All Council Subcommittees, Boards and Commissions, and Town departments shall use the following agenda format when seeking to hold a meeting:

Committee Name	
Date	
Location	
Committee Members	
I.	Call to Order
II.	Roll Call
III.	Public Hearing (if applicable)
IV.	Old Business (numbering system—TC only)
	15/16-1:
	15/16-2:
V.	New Business (numbering system—TC only)
	15/16-4:
	15/16-5
VI.	Public Comments
VII.	Approval of Minutes
VIII.	Adjournment

III. PROCEDURE

- A. All agendas will be submitted to appropriate committee members no later than 24 hours prior to the meeting date for regular meetings and no later than 48 hours prior to the meeting date for Special Meetings.
- B. All agendas will be posted to the Town website no less than 24 hours prior to the meeting date for regular meetings and no later than 48 hours prior to the meeting date for Special Meetings.
- C. If a Public Hearing is required, the hearing will be noticed no later than 10 days prior to the meeting date. The Clerk of Council will coordinate the notice if the matter relates to Council business, otherwise, the department for which the matter relates will be responsible to coordinate the hearing.

- D. All agendas should be submitted to the Town Clerk's Office no later than 24-48 hours prior to the meeting date.
- E. Exceptions to the policy are at the discretion of the Town Manager and the Town Council.
- F. All Council Subcommittees, Boards and Commissions, and Town departments should have a person responsible for publishing their agendas.
- G. Town Council and Town Council Subcommittees approved motions will be submitted to the Town Clerk's Office and posted to the website no later than 48 hours after the meeting.
- H. Draft minutes for Town Council, Council Subcommittees, Boards and Commissions, and Town departments will be posted to the website with seven dates after the meeting.
- I. Town Committees should have a person responsible for reserving appropriate meeting rooms, providing the Town Clerk's office a copy of the Committee's yearly meeting schedule, and ensuring sufficient room set-up, adequate number of chairs, audio visual equipment and set-up, etc.
- J. The presiding committee chair may have discretion regarding agenda format.